

## EXAMINATION BOARD

Otto-von-Guericke-Universität Magdeburg, Postfach 4120, D-39016 Magdeburg

To all students  
of the Faculty of  
Economics and Management

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Ihr Zeichen, Ihre Nachricht vom:      Unsere Zeichen:      Durchwahl:      Date: 04 April 2022

# Procedure for the forwarding of Bachelor and Master degree certificates

Dear students of the Faculty of Economics and Management,

Please take note of the following service-oriented information regarding the issuing and delivery of your Bachelor's or Master's degree certificate.

## 1. General Information:

- a) Since the announcement of grades is usually only completed at the end of the respective semester, the certificates can generally only be issued by the examination office at the start of the following semester.
- b) Due to the need to obtain signatures (Dean + Chair of the Examination Committee), the Bachelor's certificates in particular will therefore most likely only be ready for collection/delivery at the **start of the following semester (May or November)**.

## 2. Issuing your degree:

- a) As soon as all the required achievements have been successfully completed and assessed, the Examination Office will issue your certificate ex officio.
- b) If your certificate (including all necessary signatures) is ready for delivery, we will inform you by e-mail (for Master's certificates) or by general announcement on the EO homepage (for Bachelor's certificates).

## 3. Delivery of my degree / Certificate of completion:

If your certificate is ready for delivery in accordance with 2.b), please proceed as described below to ensure that your certificate is delivered in a contact-minimizing but legally secure manner. The same applies if you require a signed/stamped certificate of completion in advance.

- In general, a transmission by e-mail is excluded in any case.

**a) Standard procedure:**

1. Send a **stamped, addressed and insured A4 envelope** to the FEM Examination Office at the above address.
  - a. After receiving it, we will send you your certificate / confirmation of completion **by post** within Germany.
  - b. In case of loss, the production of a **second copy** is subject to a charge!
2. **It is essential** that you **enclose** with this stamped and self-addressed A4 envelope the form "**Personal Declaration**" on page 3 of this guide, completed legibly (with identical address details!).

**b) Alternative procedures:**

It is also possible to pick up your certificate **in person** during **office hours** (see homepage of the examination office).

For this purpose you have to present

- official photo ID (e.g. identity card)
- Power of attorney (in case of collection by a third party)

Dr. Toni Richter  
(Head of Examination Office)

# Form: "Personal Declaration"

(postal delivery)

I would like to receive my degree  
or confirmation of completion  
by post. I hereby confirm that the following information necessary  
for the legally compliant delivery of the requested documents is up-  
to-date and correct.

Date:

Signature/E-Signatur:

Personal Information	
Last Name	
First Name	
Matriculation Number	
ID card number	

Send it to the following address	
Last Name	
First Name	
Country	Deutschland/Germany
City	
Street	
House Number	
Address supplement if necessary	